

Exempt from automatic downgrading and declassification
76-255-411

DDA 76-4329

27 AUG 1976

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : John F. Blake
Deputy Director for Administration


SUBJECT : Proposed Headquarters Notice Relating
to Records Control Schedules and the
Destruction Moratorium

1. Attached hereto is a proposed Headquarters notice dealing with our current program of records control schedules and the directly related question of the moratorium relating to destruction of Agency records. The proposed notice has been fully coordinated with appropriate Agency offices, and your signature is recommended.

2. For your information, in the course of our routine liaison with officials of the National Archives and Records Service, we have shown them this notice in draft form. They are most favorably impressed and stated that it is completely satisfactory to them.

3. The Office of Legislative Counsel proposed that the text of this notice, with an appropriate introduction, be published in the Federal Register to serve as public notice of our current policy. OLC has had discussions with various Congressional staff members who felt such publication would be in the public interest. We certainly pose no objection and would recommend that the full text of the notice be published as written, with the only changes being an appropriate introductory comment and a submitting signature of the DDA.

STATINTL


John F. Blake

Attachment

This Notice Expires 1 April 1977

RECORDS AND CORRESPONDENCE

STATINTL

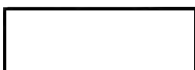
RECORDS CONTROL SCHEDULES AND THE DESTRUCTION MORATORIUM

1. CIA has statutory obligations (44 U.S.C. 33) to obtain approval of the Administrator of General Services for the retention and destruction of records. The mechanism for obtaining this approval is the submission of records control schedules to the National Archives and Records Service (NARS) for approval by the Archivist of the United States. GSA Bulletin FPMR B-62, dated 22 January 1976, requires Federal agencies to submit to NARS updated records control schedules by 31 December 1976. In a memorandum dated 20 April 1976, the DCI directed that Agency records control schedules be updated by 30 September 1976 and processed through the Directorate of Administration for approval by NARS prior to the destruction of records. *Subject to Nat Sec & CIA Act*

2. Senate Resolution 21, dated 21 January 1975, established the Senate Select Committee to Study Governmental Operation With Respect to Intelligence Activities. The Senate leadership requested in a letter dated 27 January 1975 that the Agency not dispose of any records or documents bearing on the subjects under investigation by the Select Committee. In a memorandum dated 28 January 1975, Mr. Colby directed that any records or documents that may have a bearing on Senate Resolution 21 not be destroyed. This was extended to include practically all Agency documents. This hold on destruction has since been referred to as "the moratorium." In a letter to the Senate leadership dated 22 June 1976, the DCI extended the moratorium on destruction of records until 10 December 1976.

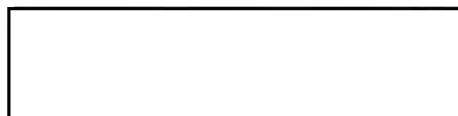
3. CIA policy on destruction of records is that:

- a. All records, including those falling under General Records Schedules, will be covered by records control schedules approved by NARS (with a copy provided to the Senate Select Committee on Intelligence) prior to their destruction.
- b. Routine administrative records not involved under Senate Resolution 21 that are scheduled for immediate destruction will be destroyed upon receipt of NARS approval and after appropriate clearance from the Senate Select Committee.
- c. Records involved under Senate Resolution 21 that are scheduled for immediate destruction will be destroyed after NARS approval, and appropriate clearance from the Senate Select Committee but in no case prior to 10 December 1976.



RECORDS AND CORRESPONDENCE

- d. Any Agency documents and materials that are identified by the General Counsel as the subject of litigation or of possible litigation, or as of interest in matters under investigation by the Justice Department, will not be destroyed without the prior approval of the General Counsel. This includes documents and materials relating to Freedom of Information Act and Privacy Act requests to the Agency.
 - e. Extra copies of documents preserved only for convenience of reference or for distribution stocks of publications may be destroyed when no longer needed.
4. Questions on the implementation of this policy should be directed to your component records officer.



E. H. Knoche

Deputy Director of Central Intelligence

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DISTRIBUTION: ALL EMPLOYEES (1-6).

CENTRAL INTELLIGENCE AGENCY

Records Destruction Policy

On September 7, 1976 a notice was issued to all CIA personnel setting out policy and procedures for the control of records destruction. The purpose of this Notice is to insure that destruction of unnecessary or improperly maintained records is carried out in the manner prescribed by statute and by clearance of the Senate Select Committee on Intelligence.

Records subject to the moratorium on destruction will not be destroyed prior to December 10, 1976.

The text of the Notice is as follows:

RECORDS CONTROL SCHEDULES AND THE DESTRUCTION MORATORIUM

Chapter 33, Title 44

1. CIA has statutory obligations (44 U.S.C. 33) to obtain approval of the Administrator of General Services for the retention and destruction of records. The mechanism for obtaining this approval is the submission of records control schedules to the National Archives and Records Service (NARS) for approval by the Archivist of the United States. GSA Bulletin FPMR B-62, dated 22 January 1976, requires Federal agencies to submit to NARS updated records control schedules by 31 December 1976. In a memorandum dated 20 April 1976, the DCI directed that Agency records control schedules be updated by 30 September 1976 and processed through the Directorate of Administration for approval by NARS prior to the destruction of records.

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- c. Records involved under Senate Resolution 21 that are scheduled for immediate destruction will be destroyed after NARS approval, and appropriate clearance from the Senate Select Committee but in no case prior to 10 December 1976..
- d. Any Agency documents and materials that are identified by the General Counsel as the subject of litigation or of possible litigation, or as of interest in matters under investigation by the Justice Department, will not be destroyed without the prior approval of the General Counsel. This includes documents and materials relating to Freedom of Information Act and Privacy Act requests to the Agency.
- e. Extra copies of documents preserved only for convenience of reference or for distribution stocks of publications may be destroyed when no longer needed.

John F. Blake
Deputy Director for Administration

Dated _____

MONDAY, AUGUST 2, 1976



PART IV:

**OFFICE OF THE
FEDERAL REGISTER**

PRIVACY ACT OF 1974

Publication Guidelines

federal register

OFFICE OF THE FEDERAL REGISTER**PRIVACY ACT OF 1974****Publication Guidelines****STATEMENT OF PURPOSE**

The purpose of this guideline is to announce the publication of the first Annual Compilation of rules and notices issued under the Privacy Act of 1974 and to advise agencies of procedures developed for preparing the Compilation.

The Privacy Act (Public Law 93-579, section 552(e)(4)) requires that all agencies shall publish " * * * in the FEDERAL REGISTER at least annually a notice of the existence and character of systems of records * * * ". The Act also requires that the FEDERAL REGISTER " * * * shall annually compile and publish the rules promulgated under subsection (f) and agency notices published under subsection (e)(4) in a form available to the public at low cost." (Section 552(f)).

The Office of the Federal Register (OFR) has developed these procedures to help agencies to meet their responsibilities under the Act and to minimize the printing costs involved in reissuing and reprinting all the Privacy Act notices.

ANNUAL COMPILATION

The Annual Compilation will consist of the system notices and rules submitted to the OFR under the Privacy Act of 1974 by August 30, 1976. (This is the annual republication date prescribed in OMB Circular A-108, 40 FR 28963).

AGENCY PROCEDURES

In order to meet the requirements of Section 552(e)(4), each agency must submit a document by August 30, 1976, for publication in the FEDERAL REGISTER. This document should reflect one of the following alternatives:

(a) Announce that there have been no changes in the systems of records as previously published in the FEDERAL REGISTER and cite the appropriate FEDERAL REGISTER page and date of publication (see example in Appendix A). OFR will then compile these notices for publication.

(b) By prior arrangement with the OFR, itemize and describe substantive changes to the records systems and announce submittal of an updated tape which reflects such changes for inclusion in the Compilation.

(c) Submit a document containing the full text of the systems of records maintained by the agency.

PUBLICATION SCHEDULES

Current estimates are that the Compilation will consist of four volumes plus finding aids. Prospects are that two of

these volumes can be printed and distributed before September 30, 1976. Agencies contained in the Compilation volumes to be distributed in September will be in compliance with Section 552(e)(4). For agency notices which are scheduled to appear in volumes of the Compilation that cannot be ready by September 30th, OFR will provide full text publication in the FEDERAL REGISTER by that date so that those agencies also will be in compliance with section 552(e)(4). Agencies are urged to act promptly and contact OFR representatives so that publication schedules can be established and maintained.

MANNER OF SUBMISSION

Whenever possible, the FEDERAL REGISTER will use an agency's magnetic tape of previously published notices of systems of records to produce the Compilation. For those agencies which have previously published notices, this will eliminate the need to resubmit for FEDERAL REGISTER publication those systems which have remained unchanged.

Notices of new systems submitted for publication in the FEDERAL REGISTER must be submitted in machine readable format in order to be published in the 1976 Compilation. All Privacy Act notice documents should be submitted in either Optical Character Recognition (OCR) Type or on magnetic tape in accordance with the specifications in Appendix B to these guidelines.

If an agency's previously published systems of notices are, or have been, revised extensively, it may be possible for the agency to submit an updated magnetic tape to the OFR for inclusion in the Compilation without republishing the full text of the tape in the daily FEDERAL REGISTER. In such a case, the agency should consult with the OFR before submitting a document.

AGENCY OVERRUNS

Before final printing of the Compilation volumes agencies will be given the opportunity to order overruns from the Government Printing Office for only those sections of interest to the agency.

FOR FURTHER INFORMATION

Any questions or problems with regard to these guidelines or publication of the Annual Compilation should be directed to the Privacy Act Coordinator by calling 523-5240, or by writing the Office of the Federal Register, National Archives and Records Service, General Services Administration, Washington, D.C., 20408. The Office is located in Room 8401 at 1100 L Street, NW., Washington, D.C.; Office hours are from 8:45 a.m. to 5:15 p.m.

FRED J. EMERY,
Director of the Federal Register.

APPENDIX A

MODEL DOCUMENT CITING EXISTENCE AND CONTINUED EFFECTIVENESS OF SYSTEMS OF RECORDS

The purpose of this document is to give notice that the systems of records identified in notices published in the FEDERAL REGISTER at 40 FR 111110, 112001, 114711, and 41 FR 110112, continue in effect. This notice is published in compliance with the requirements of 5 U.S.C. 552a(e) (4) as added by section 3 of the Privacy Act of 1974.

APPENDIX B

INPUT REQUIREMENTS FOR FR PRIVACY ACT EDIT PROGRAM UTILIZING OCR SCANNABLE COPY

Typing Requirements

Typewriters must have 10 character per inch pitch, OCR-A size I type font with 85 characters and/or symbols and space bar which conform to FIPS PUB 32.

The following FIPS PUB 32 symbols will not be used:

- long vertical mark (field identifier) fig. II-24.
- Y symbol fork, figure II-22.
- group erase, figure II-96.

The symbol hook (J) figure II-21 will occasionally be used to indicate special functions.

The character erase (E) figure II-95, will be used to correct typing errors, as follows:

- delete previous letter
- delete all characters, back to, but not including, previous space
- delete entire line, back to the left hand margin.

Corrections on copy will not be made by erasing, white-out, or striking out. Only clean copy, with the exception of the character erase used for correcting errors, will be acceptable.

Copy must be typed double space at a 5 or 6 lines per inch pitch.

Spacing between words or sentences will be restricted to 2 spaces.

Operator must distinguish between figure one (I) and lower case letter ell (l) and between figure zero and capital letter O. These characters are not interchangeable.

Hyphens must never appear at the end of a line. If a hyphenated word must extend beyond the image area, use 2 erase symbols and start a new line. Strikes over previously typed letters are acceptable for this function only when the insertion of the two erase symbols would fall outside the right side margins.

Quotation marks—" for single open quotes; ("") for double open quote; (') for single close quote and apostrophe, (') for double close quote.

A one-time carbon ribbon that is equivalent to an IBM 3121 Black Ribbon Part No. 1136108 or 1136390 is normally adequate to meet requirements.

Paper Requirements

Paper will be made available through the Office of the Federal Register and will have preprinted on it, in non-OCR readable ink, margins, alignment and first character positions. Indents for 3, 6, and 9 spaces are also marked and are referred to in these specifications.

Margins and alignment are critical and must be followed.

Data Identifiers (Keyword Indicators)

The codes listed following these paragraphs must be placed immediately in front of the data they refer to. These codes will cause the correct function code and heading to be added by the edit program.

1. Data entries are to be preceded by a keyword indicator, the character (.), and a letter as assigned.
2. The keyword indicators and the subsequent letter causes the edit program to generate the proper headings as they appear on the following list.
3. Data may reflect either a textual paragraph or column/list format. The start of each paragraph is a new line, with a 3-space indent. When names, addresses, etc., require a column list format, each individual line will be a new line with a 6-space indent. It is advisable, where possible, to enter names, addresses, etc., in paragraph form.

Keyword and letter	Paragraph title
HA	(NONE)*
HB	System name:
HC	Security classification:
HD	Security location:
HE	Categories of individuals covered by the system:
HF	Categories of records in the system:
HG	Authority for maintenance of the system:
HH	Routine uses of records maintained in the system, including categories of users and the purposes of such uses:
HI	Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:
HJ	Storage:
HK	Retrievability:
HL	Safeguards:
HM	Retention and disposal:
HN	System manager(s) and address:
HO	Notification procedure:
HP	Record access procedures:
HQ	Contesting record procedures:
HR	Record source categories:
HS	Systems exempted from certain provisions of the act:

*Unique system number assigned by the submitting department. To be used in creating an index. First position after HA must be either a blank or alphabetic character. 20 characters maximum.

For further information on scanner input contact the Privacy Act Coordinator at the Office of the Federal Register.

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NOTICES

INPUT REQUIREMENTS FOR FR PRIVACY ACT EDIT PROGRAM

1. All files will be submitted on 1/2 inch wide magnetic tape whose recording mode is 9 track. Acceptable recording densities are 800 or 1600 CPI.
2. Files are to be devoid of equipment-oriented identification label records, i.e., unlabeled.
3. Files are comprised of blocks of data not to exceed 3000 characters.
4. Data entries are to be preceded by a keyword indicator, the character "+", and a number as assigned. See attachment I.
5. The keyword indicators and the subsequent number causes the edit program to generate the proper headings as they appear on attachment I.
6. Data may reflect either a textual paragraph or column/list format. The start of each paragraph is preceded by the character "\$". When names, addresses, etc., require a column list format, each individual line will be preceded by the character "%". It is advisable, where possible, to enter names, addresses, etc., in paragraph form.
7. The character set indicated in attachment II provides for upper and lower case letters, the numbers zero through nine, and the normally used punctuation, e.g., period, comma, colon, semicolon, hyphen, em dash, shil, exclamation mark, question mark, quote, apostrophe, ampersand, asterisk, and open and close parens. These codes represent the characters to be called by the composition program in composing the submitted data. Any fractions, math signs, etc., are to be spelled out.

ATTACHMENT I

Keyword and number	Paragraph title
+1	(NONE)*
+2\$	System name:
+3\$	Security classification:

*Unique system number assigned by the submitting department. To be used in creating an index. First position after +1 must be either a blank or alphabetic character. 20 characters maximum.

ATTACHMENT 1--Continued

Keyword and number	Paragraph title
+4\$	System location:
+5\$	Categories of individuals covered by the system:
+6\$	Categories of records in the system:
+7\$	Authority for maintenance of the system:
+8\$	Routine uses of records maintained in the system, including categories of users and the purposes of such uses:
+9\$	Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:
+9A\$	Storage:
+9B\$	Retrievability:
+9C\$	Safeguards:
+9D\$	Retention and disposal:
+10\$	System manager(s) and address:
+11\$	Notification procedure:
+12\$	Record access procedures:
+13\$	Contesting record procedures:
+14\$	Record source categories:
+15\$	Systems exempted from certain provisions of the act:
+16	**

*End description indicator. For use by DOD. Positions 20-24 contain record count for checking. Files will be in blocked records with control records in front of entry records.

NOTICES

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ATTACHMENT II

PART I

Hex 0	Character	Hex 1	Character	Hex 2	Character	Hex 3	Character	Hex 4	Character	Hex 5	Character	Hex 6	Character	Hex 7	Character
00	By pass	10		20		30		40		50	&	60	hyphen	70	
01		11		21		31		41		51		61	/ shill	71	
02		12		22		32		42		52		62		72	
03		13		23		33		43		53		63		73	
04		14		24		34		44		54		64		74	
05		15		25		35		45		55		65		75	
06		16		26		36		46		56		66		76	
07		17		27		37		47		57		67		77	
08		18		28		38		48		58		68		78	
09		19		29		39		49		59		69		79	
0A		1A		2A		3A		4A		5A	!	6A		7A	: colon
0B		1B		2B		3B		4B	period	5B	\$ para-graph	6B	comma	7B	
0C		1C		2C		3C		4C		5C		6C	% list	7C	
0D		1D		2D		3D		4D	(open paren	5D	close paren)	6D	- em dash	7D	apos
0E		1E		2E		3E		4E	+ key word	5E	; semi-colon	6E		7E	
0F		1F		2F		3F		4F		5F		6F	?	7F	" quote

ATTACHMENT II

PART II

Hex 8	Character	Hex 9	Character	Hex A	Character	Hex B	Character	Hex C	Character	Hex D	Character	Hex E	Character	Hex F	Character
80		90		A0		B0		C0		D0		E0		F0	0
81	a	91	i	A1		B1		C1	A	D1	J	E1		F1	1
82	b	92	k	A2	s	B2		C2	B	D2	K	E2	S	F2	2
83	c	93	l	A3	t	B3		C3	C	D3	L	E3	T	F3	3
84	d	94	m	A4	u	B4		C4	D	D4	M	E4	U	F4	4
85	e	95	n	A5	v	B5		C5	E	D5	N	E5	V	F5	5
86	f	96	o	A6	w	B6		C6	F	D6	O	E6	W	F6	6
87	g	97	p	A7	x	B7		C7	G	D7	P	E7	X	F7	7
88	h	98	q	A8	y	B8		C8	H	D8	Q	E8	Y	F8	8
89	i	99	r	A9	z	B9		C9	I	D9	R	E9	Z	F9	9
8A		9A		AA		BA		CA		DA		EA		FA	
8B		9B		AB		BB		CB		DB		EB		FB	
8C		9C		AC		BC		CC		DC		EC		FC	
8D		9D		AD		BD		CD		DD		ED		FD	
8E		9E		AE		BE		CE		DE		EE		FE	
8F		9F		AF		BF		CF		DF		EF		FF	

NOTICES

When submitting magnetic tape to OFR for publication, an agency should submit the tape itself as printer's copy, and two printouts for use as an original document and public inspection copy. One of the printouts must be signed by the issuing official, the other may be "certified to be a true copy of the original," or both may be signed.

In the case of a large group of notices, for example, when an agency submits all of its notices at one time, a signed covering letter may be included, so that the issuing official may sign just one letter, rather than each systems notice.

Sample Notice II illustrates how a system notice will look with the codes required by the specifications appearing above. Note that the actual headings, "System Name," "Location," etc., should not be printed or typed but only the symbols. The program developed by the Government Printing Office will insert the headings where appropriate.

+1 DOD 412.07.

+2\$ Research Clearance Files 412.07--DOD/Navy.

+4\$ Records Management Division, Administrative Management Directorate, the Adjutant General Center Office of the Secretary of the Army.

+5\$ U.S. citizens, doing unofficial research, who apply for access to Army classified files.

+6\$ Individual's application for related processing papers and access authorization and extension; correspondence between the Records Management Division and (1) applicant, (2) records custodians, (3) other Government agencies; retained copies of research notes and manuscript and selected documents.

+7\$ Section 12, Executive Order 11652, "Classification and Declassification of National Security Information and Material."

+8\$ Records are used to obtain clearance for access to classified information by applicant; to obtain approval of research subject matter; to determine location, availability and classification of records desired by the researchers; to request and coordinate the review of manuscript; and to enable discussion of proposed or ongoing research when problems arise. Primary users are the Office of the Secretary of the Army, and Offices of the Department of the Army Staff and major commands.

+9\$

+9A\$ Paper records in file folders.

+9B\$ Filed alphabetically by last name of researcher.

+9C\$ Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

+9D\$ Records are permanent. They are retained in active file until end of calendar year in which research project is completed, held an additional year in inactive file, and subsequently retired to the Washington National Records Center.

+10\$ The Secretary of the Army, thru his designated representative, The Adjutant General, Headquarters, Department of the Army, the Pentagon, Washington, D.C.

+11\$ Information may be obtained from:

% Hq DA (DAAG-AMR-S)

% Room GA 084

% Forrestal Building

% Washington, D.C. 20314

% File Area Code 202/693-1847.

+12\$ Requests from individuals should be addressed to: Same address as stated in the notification section above.

+13\$ The Departments' rules for access to records and for contesting contents and appealing initial determinations by the individual concerned appear in the rules section of the FEDERAL REGISTER.

+14\$ Application and related forms from the individual researcher Department of the

Army Staff agencies and other federal agencies.

+15\$ None.

+16. (Record count)

APPENDIX C

AGENCY ABBREVIATIONS-IDENTIFIERS

Following is the list of abbreviations for Federal agencies assigned by OFR. Any agency that still needs an identifier should call the Privacy Publications Coordinator.

USDA--AGRICULTURE DEPARTMENT

ADS--Automated Data Systems
AMS--Agricultural Marketing Service
ARS--Agricultural Research Service
ASCS--Agricultural Stabilization and Conservation Service
APHIS--Animal and Plant Health Inspection Service
CCC--Commodity Credit Corporation
CEA--Commodity Exchange Authority
COMM--Ofc. of Communications
CSRS--Cooperative State Research Service
EMS--Export Marketing Service
EMSC--Economic Management Support Center
ERS--Economic Research Service
ES--Extension Service
FCS--Farmer Cooperative Service
FmHA--Farmers Home Administration
FCIC--Federal Crop Insurance Corporation
FAS--Foreign Agricultural Service
FNS--Food and Nutrition Service
FS--Forest Service
OA--Ofc. of Audit
OEO--Ofc. of Equal Opportunity
OGC--Ofc. of General Counsel
OI--Ofc. of Information
OMF--Ofc. of Management and Finance
OO--Ofc. of Operations
OP--Ofc. of Personnel
OS--Ofc. of Secretary
PSA--Packers and Stockyards Administration
RDS--Rural Development Service
REA--Rural Electrification Administration
RTB--Rural Telephone Bank
SCS--Soil Conservation Service
SRS--Statistical Reporting Service

COMMERCE--COMMERCE DEPARTMENT

Census--Census Bureau
DIBA--Domestic and International Business Administration
EDA--Economic Development Administration
MA--Maritime Administration
MBE--Minority Business Enterprise Office
NBS--National Bureau of Standards
NOAA--National Oceanic and Atmospheric Administration
NSA--National Shipping Authority
NTIS--National Technical Information Service
Patent--Patent Office
SESA--Social and Economic Statistics Administration
TS--United States Travel Service

DOD--DEFENSE DEPARTMENT

Corps of Engineers (Engineers)
Department of Defense (DOD)--D
Defense Advanced Research Projects Agency (DARPA)--E
Central Security Service (CSS)--Q
Defense Civil Preparedness Agency (DOFA)--C
Defense Communications Agency (DCA)--K
Defense Contract Audit Agency (DCAA)--R
Defense Intelligence Agency (DIA)--L
Defense Investigative Service (DIS)--V
Defense Mapping Agency (DMA)--B
Defense Nuclear Agency (DNA)--H
Defense Security Assistance Agency (DSAA)--T
Defense Supply Agency (DSA)--S

Department of the Air Force (AF)--F
Department of the Army (Army)--A
Department of the Navy (Navy)--N
National Security Agency (NSA)--G
Office of the Secretary of Defense (OSD)--D
Organization of the Joint Chiefs of Staff (JCS)--J
United States Coast Guard (USCG)--P
United States Marine Corps (USMC)--M
Uniformed Services University of the Health Sciences (USUHS)--W

HEW--HEALTH, EDUCATION, AND WELFARE DEPARTMENT

ADAMHA--Alcohol, Drug Abuse, and Mental Health Administration
CDC--Disease Control Center
FDA--Food and Drug Administration
HDO--Human Development Office
HRA--Health Resources Administration
HSA--Health Services Administration
NIH--National Institutes of Health
OE--Education Office
PHS--Public Health Service
RSA--Rehabilitation Services Administration
SRS--Social and Rehabilitation Service
SSA--Social Security Administration

HUD--HOUSING AND URBAN DEVELOPMENT DEPARTMENT

CA & RF--Consumer Affairs and Regulatory Functions, Office of the Assistant Secretary
FDAA--Federal Disaster Assistance Administration
FHEO--Fair Housing and Equal Opportunity, Office of the Assistant Secretary
FIA--Federal Insurance Administration
GNMA--Government National Mortgage Association
HP & MC--Housing Production and Mortgage Credit, Office of the Assistant Secretary
ILSRO--Interstate Land Sales Registration Office
NCDC--New Community Development Corporation

INTERIOR--INTERIOR DEPARTMENT

BPA--Bonneville Power Administration
BIA--Indian Affairs Bureau
BLM--Land Management Bureau
FWS--Fish and Wildlife Service
GS--Geological Survey
MESA--Mining Enforcement and Safety Administration
Mines--Mines Bureau
NPS--National Park Service
OHA--Hearings and Appeals Office
O & G--Oil and Gas Office
Reclamation--Reclamation Bureau

JUSTICE--JUSTICE DEPARTMENT

DEA--Drug Enforcement Administration
INS--Immigration and Naturalization Service
LEAA--Law Enforcement Assistance Administration

LABOR--LABOR DEPARTMENT

BLS--Labor Statistics Bureau
EBSO--Employee Benefits Security Office
ESA--Employment Standards Administration
ETA--Employment and Training Administration
FCOPO--Federal Contract Compliance Programs Office
LMSEO--Labor Management Standards Enforcement Office
OSHA--Occupational Safety and Health Administration
W&H--Wage and Hour Division

STATE--STATE DEPARTMENT

AID--Agency for International Development
FSGB--Foreign Service Grievance Board

NOTICE

DOT—TRANSPORTATION DEPARTMENT

CG—Coast Guard
 FAA—Federal Aviation Administration
 FHA—Federal Highway Administration
 FRA—Federal Railroad Administration
 MTE—Materials Transportation Bureau
 NHTSA—National Highway Traffic Safety Administration
 OHMO—Hazardous Material Operations Office
 PSOC—Pipeline Safety Operations Office
 SLS—Saint Lawrence Seaway Development Corporation
 UMTA—Urban Mass Transportation Administration

TREASURY—TREASURY DEPARTMENT

AT&F—Alcohol, Tobacco and Firearms Bureau
 Customs—Customs Service
 Comptroller—Comptroller of the Currency
 ESA—Economic Stabilization Office (temporary)
 FS—Fiscal Service
 IRS—Internal Revenue Service
 Mint—Mint Bureau
 ESO—Revenue Sharing Office

INDEPENDENT AGENCIES

Action
 CAB—Civil Aeronautics Board
 CASE—Cost Accounting Standards Board
 CEQ—Council on Environmental Quality
 CFTC—Commodities Futures Trading Commission
 CITA—Textile Agreements Implementation Committee
 CPSC—Consumer Product Safety Commission
 CRC—Civil Rights Commission
 OSC—Civil Service Commission
 EEOC—Equal Employment Opportunity Commission
 EXIMBANK—Export-Import Bank
 EPA—Environmental Protection Agency
 ERDA—Energy Research and Development Administration
 FCC—Federal Communications Commission
 FOSC—Foreign Claims Settlement Commission
 FDIC—Federal Deposit Insurance Corporation
 FEA—Federal Energy Administration
 FHLLB—Federal Home Loan Bank Board
 FMCS—Federal Mediation and Conciliation Service
 FPC—Federal Power Commission
 FTC—Federal Trade Commission
 GSA—General Services Administration

GSA/ADTS—Automated Data and Telecommunications Service
 GSA/FMPO—Federal Management Policy Office
 GSA/FPA—Federal Preparedness Agency
 GSA/FSS—Federal Supply Service
 GSA/NARS—National Archives and Records Service
 GSA/PBS—Public Buildings Service
 ICC—Interstate Commerce Commission
 NASA—National Aeronautics and Space Administration
 NCUA—National Credit Union Administration
 NLRB—National Labor Relations Board
 NRC—Nuclear Regulatory Commission
 NTSB—National Transportation Safety Board
 OFR—Federal Register Office
 OMB—Management and Budget Office
 OPIC—Overseas Private Investment Corp.
 PRC—Postal Rate Commission
 PS—Postal Service
 RE—Renegotiation Board
 RRB—Railroad Retirement Board
 SBA—Small Business Administration
 SEC—Securities and Exchange Commission
 TVA—Tennessee Valley Authority
 USIA—United States Information Agency
 VA—Veterans Administration
 WRC—Water Resources Council

Questions re Federal Register Privacy Act items CIA-24 thru 28
(Supplemental Personnel (Soft) Files)

1. What happens to material that is not duplicated in the official personnel folder and not filed in operational files? Destroy??
2. What are the "operational files" and what material from the soft file would go into them?
3. General Records Schedule items 1-17d & 1-18 say destroy after 6 months. Can we not comply?
4. What is the "magnetic media" added to Federal Register items CIA-25 & 26 (DDS&T & DDA soft files) in the 25 March 1976 revision? Why not DCI, DDI & DDO as well (items 24, 27 & 28)?

General Question

Will Federal Register "CIA- " numbers be changed in future revisions to the FR, or can we cite them in the RCS's in confidence that they will remain the same?

X.R. 175-402-23
76-820-33

20 MAY 1975

Honorable Frank Church, Chairman
Select Committee on Intelligence Operations
United States Senate
Washington, D.C. 20510

Dear Mr. Chairman:

In January 1975 when the Senate Select Committee was created, Senators Mansfield and Scott asked that the Central Intelligence Agency not destroy any material that might relate to the Committee's investigation. In response to this request, the Agency placed in effect a complete moratorium on the destruction of records, including normal administrative records scheduled for routine destruction. The purpose of this letter is to advise you that we will inform Senators Mansfield and Scott of our intention to proceed with destruction of records, now that the Select Committee has completed its investigation and issued its final report.

Along with the backlog of routine administrative records, the Agency will destroy certain records which were collected and maintained by the Agency and which were subject to investigation by the Rockefeller Commission and the Select Committee. The Agency is required to destroy this latter material by the Privacy Act of 1974 (P.L. 93-579) and by Executive Order 11905. Of course, such destruction will be consistent with other applicable laws, Presidential directives, and the requirements of pending litigation and Justice Department investigations. I trust you agree that this action is now necessary and appropriate.

Sincerely,

/s/ George Bush

George Bush
Director

Distribution:

Orig - Addressee

1 - DCI

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✓ 1 - ER

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OLC: WPB: sm (3 May 76)

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Executive Registry
Room 7-E-12
Headquarters



CENTRAL INTELLIGENCE AGENCY

[32 CFR Part 1901]

PRIVACY ACT OF 1974

Implementation

Notice is hereby given that the Central Intelligence Agency proposes to amend Title 32, Chapter XIX, Code of Federal Regulations which implemented the provision of sections 2 and 3 of the Privacy Act of 1974 (Pub. L. 93-579).

The proposed rule changes are in response to an OMB task force review of CIA rules. The reasons for the changes and the proposed rules are set forth below.

The public may participate in this proposed rule-making by submitting written data, views or arguments on the proposed rule changes to the Privacy Act Coordinator, Central Intelligence Agency, Washington, D.C. 20505, on or before April 15, 1976. All written comments received from the public on or before that date will be considered by the Agency in formulating the final rule changes.

JOHN F. BLAKE,
Deputy Director for
Administration.

1. Add new paragraph to § 1901.15 to establish a time requirement for acknowledging receipt of a request. Paragraphs (a) through (f) are relettered (b) through (g) with the new paragraph appearing as paragraph (a).

§ 1901.15 Disclosure of requested information to individuals.

(a) The Privacy Act Coordinator shall within ten days (excluding Saturdays, Sundays and legal holidays) send the re-

quester written acknowledgment pursuant to § 1901.11 of receipt of the request.

2. Delete paragraphs (a) and (b) of

§ 1901.17 and substitute the following paragraph. The purpose of this change is to (1) eliminate the thirty-day time requirement for an individual to file an appeal and (2) identify a point of contact in the Agency for persons who may wish additional procedural guidance in preparing appeals. Paragraphs (c) and (d) are relettered (b) and (c).

§ 1901.17 Appeal of determination to deny access to requested record.

(a) Any individual whose request made pursuant to § 1901.11 is refused may appeal by submitting a written statement setting forth the basis for the appeal to the Privacy Act Coordinator. Persons who require procedural guidance in preparing an appeal to the Agency's initial refusal to provide records may write for assistance to the Privacy Act Coordinator, Central Intelligence Agency, Washington, D.C. 20505.

3. Revise § 1901.21(d)(1) to establish an Agency requirement to notify all previous recipients of a record when it has been amended.

§ 1901.21 Request for correction or amendment to record.

(d) * * *

(1) Make any correction or amendment to any portion of the record which the individual believes is not accurate, relevant, timely, or complete, and inform all other identified persons or agencies to whom the record has been (amended) and inform the Privacy Act Coordinator of this action; and the Privacy Act Co-

ordinator shall, in turn, promptly inform the requester; or

4. Revise § 1901.23(a) to delete the thirty-day time limit for an individual to file an appeal of initial adverse Agency determination on a request to correct or amend a record, and revise § 1901.23(e) to include provision for the dissemination by the Agency of statement of disagreement to all previous recipients of the record when the Agency refusal to amend or correct the record is upheld.

§ 1901.23 Appeal of initial adverse agency determination on correction or amendment.

(a) Any individual whose request made pursuant to 1901.21 is refused may appeal such refusal.

(e) If, on appeal, the refusal to amend or correct the record is upheld, the individual may file a concise statement setting forth the reasons for his disagreement with the determination. This statement shall be sent to the Privacy Act Coordinator, Central Intelligence Agency, Washington, D.C. 20505, within thirty days of notification of refusal to correct or amend the record. The System Manager shall clearly note any portion of the record which is disputed, and provide copies of the statement and, if the System Manager deems it appropriate, copies of a concise statement of reasons for not making the requested amendment to all other identified persons or agencies to whom the disputed record has been disclosed.

[FR Doc.76-8359 Filed 3-24-76; 8:45 am]

disclosed?

CENTRAL INTELLIGENCE AGENCY PRIVACY ACT OF 1974

Changes to Systems of Records

The following Central Intelligence Agency systems of records subject to the Privacy Act which were published in the Federal Register (40 FR 39778) of August 23, 1975, are changed. The purpose of these changes is to refine the system descriptions published in the Central Intelligence Agency's initial notice of record systems. Any public comment, including written data, views or arguments concerning these systems of records should be addressed to the Privacy Act Coordinator, Central Intelligence Agency, Washington, D.C. 20505, on or before April 23, 1976.

JOHN F. BLAKE,
Deputy Director for Administration.

CIA-6

System Name: Career Trainee Files.
Changes: Storage: Add: and microforms. Retention and disposal: Delete statement; substitute: Records are retained for the duration of the employee's participation in the Career Training Program, then transferred to the Office of Personnel. Official transcripts are filed in the official personnel folders; the remaining materials are forwarded to the individual's supplemental personnel (soft) file. Records on unsuccessful applicants for the Career Training Program are returned to the Office of Personnel.

CIA-7

System Name: Off-Campus Instructor Applicant Files.
Changes: Retrievability: Add: and discipline. Retention and Disposal: Delete statement; substitute: Records are retained for three years after termination of Agency employment, then destroyed by burning.

CIA-8

System Name: Agency Training Record.

Change: Categories of individuals covered by the system: Delete statement; substitute: Agency employees and other Federal employees who have completed Office of Training courses, Agency-sponsored external training, and other

Agency component-conducted training programs.

CIA-11

System Name: Modern Language Aptitude Test Scores (MLAT).

Change: Retention and disposal: Delete statement; substitute: Records are retained for duration of individual's employment. Unsuccessful applicant records are retained for 12 months. Records are destroyed by burning.

CIA-12

System Name: External Training Files.

Changes: Categories of individuals covered by the system: Delete statement; substitute: Employees sponsored full-time external training programs. Retention and disposal: Delete statement; substitute: Retained for one year after employee completes all course commitments; records are destroyed by burning.

CIA-13

System Name: Guest Speakers.

Changes: Categories of individuals covered by the system: After Agency, insert "and other Government officials." Categories of records in the system: Delete statement; substitute: Name, biographic data including academic credentials, published materials, correspondence and administrative records. Retrievability: Add: and area of expertise.

CIA-21

System Name: Privacy Act Requesters.

Changes: Routine uses of records maintained in the system, including categories of users and purposes of such uses: Add: Information pertaining to the requester surfaced as a result of a Privacy Act request may be referred to other Federal agencies for their review pursuant to the Privacy Act when the records were originated by another Federal agency. Retention and disposal: Delete statement; substitute: Records are retained for two years after the case file is closed. Records are destroyed by burning. System manager(s) and address: Delete statement; substitute: Chief, Information and Privacy Staff, Central Intelligence Agency, Washington, D.C. 20505.

CIA-22

System Name: Freedom of Information Act Requesters.

Changes: Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Add: Information pertaining to the request or requester that surfaced as a result of a Freedom of Information Act request may be referred to other Federal agencies for their review pursuant to the Freedom of Information Act, as amended, when the records were originated by another Federal agency. Retention and disposal: Delete statement; substitute: Records are retained for two years after the case file is closed. Records are destroyed by burning. System manager(s) and address: Delete statement; substitute: Chief, Information and Privacy Staff, Central Intelligence Agency, Washington, D.C. 20505.

CIA-25

System Name: Supplemental Personnel (Soft) Files.

Change: Add: and magnetic media.

CIA-26

System Name: Supplemental Personnel (Soft) Files.

Change: Storage: Add: and magnetic media.

CIA-29

System Name: Manpower Control System.

Change: Retrievability: After word "code" insert social security number.

CIA-38

System Name: Congressional Liaison Records.

Change: Storage: Add: and magnetic media.

CIA-50

System Name: Financial Records.

Change: Categories of individuals covered by the system: Delete statement; substitute: Current and former Agency staff personnel, contract personnel, consultants, independent contractors, detailed military and civilian personnel, and survivors of deceased CIA retirement system annuitants.

[FR Doc.76-8358 Filed 3-24-76; 8:45 am]

Amendments to 13 systems

CENTRAL INTELLIGENCE AGENCY PRIVACY ACT

Changes to Systems of Records

The following Central Intelligence Agency systems of records, subject to the Privacy Act which were published in the Federal Register (40 F.R. 39778) of August 28, 1975, are merged into one system of records to centralize control over access to the records and to facilitate the administration of Privacy Act requests. Any public comments, including written data, views or arguments, concerning these systems of records should be addressed to the Privacy Act Coordinator, Central Intelligence Agency, Washington, D.C. 20505, on or before April 26, 1976.

Note
John F. Blake,
Deputy Director for Administration.

Systems notices for CIA-53, Liaison Contact Files, and CIA-55, Occupational Accident Report Records, are rescinded. Records in these systems have been merged with CIA-57, Security Records System. The revised CIA-57, Security Records System, is republished in its entirety to show the consolidation of the aforementioned records systems.

CIA-57.

System name: Security Records.

System location:

Central Intelligence Agency
Washington, D.C. 20505.

Categories of individuals covered by the system: Applicants, staff and contract employees, former employees, consultants, contractors, military detailees, individuals of security interest, persons of substantive affiliation with or service to the Agency, persons on whom the Agency has conducted an investigation, Agency employees and other individuals associated with the Agency who have completed an accident report form, and Federal, civilian and military personnel with whom the Agency conducts liaison.

Categories of records in the system: Investigation requests.

Biographic data (name, sex, D/POB, social security number, and employer and employee address at time record was created).

Authorizations for the release of high school and college transcripts and copies of those transcripts.

Investigative reports.

Appraisal summaries reflecting the rationale for granting or refusing a security clearance.

Documentation of the final action taken by the Office of Security concerning any given investigation.

Secrecy agreements.

Documentation concerning the granting or refusing of special clearances; levels of clearances held; approvals for personnel reassignments; notations that polygraph or other special interviews were performed; memoranda concerning security violations; notices of termination of affiliation with the Agency.

Report of accidents and investigative reports.

Authority for maintenance of the system: National Security Act of 1947, amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

Executive Order 10450.

Executive Order 11807.

Section 19(a), Occupational Safety and Health Act of 1970—Public Law 91-596.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The system is used to ascertain whether there is any existing information concerning a person who is of immediate interest to the CIA. The system is routinely used when:

a person applies for CIA employment;

a person is a candidate or associated with a candidate for some project or assignment; contact files are kept for three years and then destroyed by burning or pulping, except where there is a documented request to continue the liaison.

System manager(s) and address:

Director, Office of Security

Central Intelligence Agency

Washington, D.C. 20505.

Notification procedure: Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator

Central Intelligence Agency

Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

Record access procedures: Requests from individuals should be addressed as indicated in the notification section above.

Contesting record procedures: The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

Record access procedures: Current and former employees, consultants, contractors, contract employees, military detailees, applicants for

a question arises as to whether a certain individual has been security approved, or considered for security approval by the CIA; there is a need to obtain the security file of an individual who is known (or assumed) to be the subject of a file; and

CIA receives a request for investigative information from another Federal agency.

Records from this system are also used to prepare briefings on Agency accident experience; to determine accident causes and recommend remedial action; and to prepare quarterly and annual statistical reports for the Department of Labor.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper, microfilm, computer disks and magnetic tapes.

Retrievability: By name.

Safeguards: Records are safeguarded by combination lock security containers, or are stored within a vaulted area. Access is restricted to individuals who are certified on an "Access List." The Access List is validated each month and published so that responsible officials can insure that records are accessed only for official purposes.

Retention and disposal: Files which contain Agency-developed investigative reports on an individual are retained a maximum of 50 years, then destroyed by burning or pulping. Liaison employment, persons of substantive affiliation with or service to the Agency, Federal, state and local agencies, educational institutions, employers, personal and business references provided by the individual under investigation and acquaintances of the individual.

CENTRAL INTELLIGENCE AGENCY PRIVACY ACT Additional Systems of Records

The systems of records subject to the Privacy Act listed below are additional new record systems notices to those already published in the Federal Register. These systems were in existence at the time of the initial notice of records systems published in the Federal Register on August 28, 1975, and were inadvertently omitted from the notice. Any public comments, including written data, views or arguments concerning these systems of records should be addressed to the Privacy Act Coordinator, Central Intelligence Agency, Washington, D.C. 20505, on or before April 26, 1976.

John F. Blake,
Deputy Director for Administration.

CIA-58.

System name: Inspector General Research Records.

System location:

Central Intelligence Agency
Washington, D.C. 20505.

Categories of individuals covered by the system: Agency personnel and other individuals whose names appear in documents assembled primarily from other Agency records systems by the Inspector General in relation to an Executive commission and Legislative committee reviews of Agency activities conducted between 1972 and 1976.

Categories of records in the system: CIA documents that are pertinent to an Executive commission and Legislative committee reviews of Agency activities.

Authority for maintenance of the system: Central Intelligence Act of 1949, as amended—Public Law 81-110, Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The system is used by Agency officials for reference use in connection with Executive and Legislative reviews of Agency activities.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper.

Retrievability: Name or subject.

Safeguards: Information is stored in safes. Access is limited to Agency personnel.

Retention and disposal: Documents will be retained for indefinite period.

System manager(s) and address:

Inspector General
Central Intelligence Agency
Washington, D.C. 20505

Notification procedure: Individuals seeking to learn if this system of records contains their correspondence should direct their inquiries to:

Privacy Act Coordinator
Central Intelligence Agency
Washington, D.C. 20505

Identification requirements are specified in the CIA rules published in the Federal Register (32 CFR 1901.13). Individuals must comply with these rules.

Record access procedures: Requests from individuals should be addressed as indicated in the notification section above.

Contesting record procedures: The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

Record source categories: Agency employees.

CIA-59.

System name: Unsolicited Correspondence from the General Public Addressed to the Director or Deputy Director of Central Intelligence.

System location:

Central Intelligence Agency
Washington, D.C. 20505

Categories of individuals covered by the system: Members of the general public who have written to the Director or Deputy Director of Central Intelligence.

Categories of records in the system: Correspondence from the general public and Agency letters of response.

Authority for maintenance of the system: Central Intelligence Agency Act of 1949, as amended—Public Law 81-110, Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The system is used by the Executive Secretary, Office of the Director, to insure that correspondence is acknowledged. Certain correspondence is forwarded to other Government agencies for appropriate action.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Paper.

Retrievability: By name.

Safeguards: Records are in a vaulted area; access is controlled by the Executive Secretary.

Retention and disposal: Records are stored in the Executive Registry for two years and then transferred to the Records Center for an additional three years' storage, records are destroyed by burning five years after date of receipt of correspondence.

System manager(s) and address:

Executive Secretary
Central Intelligence Agency
Washington, D.C. 20505

Notification procedure: Individuals seeking to learn if this system of records contains their correspondence should direct their inquiries to:

Privacy Act Coordinator
Central Intelligence Agency
Washington, D.C. 20505

Identification requirements are specified in the CIA rules published in the Federal Register (32 CFR 1901.13). Individuals must comply with these rules.

Record access procedures: Requests from individuals should be addressed as indicated in the notification section above.

Contesting record procedures: The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

Changes to Systems of Records

The following Central Intelligence Agency systems of records, subject to the Privacy Act which were published in the Federal Register (40 F.R. 39778) of August 28, 1975, are merged into one system of records to centralize control over access to the records and to facilitate the administration of Privacy Act requests. Any public comments, including written data, views or arguments, concerning these systems of records should be addressed to the Privacy Act Coordinator, Central Intelligence Agency, Washington, D.C. 20505, on or before April 26, 1976.

John U. Blake,
Deputy Director for Administration.

Systems notices for CIA-53, Liaison Contact Files, and CIA-55, Occupational Accident Report Records, are rescinded. Records in these systems have been merged with CIA-57, Security Records System. The revised CIA-57, Security Records System, is republished in its entirety to show the consolidation of the aforementioned records systems.

CIA-57.

System name: Security Records.

System location:

Central Intelligence Agency
Washington, D.C. 20505.

Categories of individuals covered by the system: Applicants, staff and contract employees, former employees, consultants, contractors, military detailees, individuals of security interest, persons of substantive affiliation with or service to the Agency, persons on whom the Agency has conducted an investigation, Agency employees and other individuals associated with the Agency who have completed an accident report form, and Federal, civilian and military personnel with whom the Agency conducts liaison.

Categories of records in the system: Investigation requests.

Biographic data (name, sex, D/FOB, social security number, and employer and employee address at time record was created).

Authorizations for the release of high school and college transcripts and copies of those transcripts.

Investigative reports.

Appraisal summaries reflecting the rationale for granting or refusing a security clearance.

Documentation of the final action taken by the Office of Security concerning any given investigation.

Secrecy agreements.

Documentation concerning the granting or refusing of special clearances; levels of clearances held; approvals for personnel reassignments; notations that polygraph or other special interviews were performed; memoranda concerning security violations; notices of termination of affiliation with the Agency.

Report of accidents and investigative reports.

Authority for maintenance of the system: National Security Act of 1947, amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

Executive Order 10450.

Executive Order 11807.

Section 19(a), Occupational Safety and Health Act of 1970.

CIA-RDP86-00895R000100140015-3

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The system is used to ascertain whether there is any existing information concerning a person who is of immediate interest to the CIA. The system is routinely used when:

- a person applies for CIA employment;
- a person is a candidate or associated with a candidate for some project or assignment; contact files are kept for three years and then destroyed by burning or pulping, except where there is a documented request to continue the liaison.

System manager(s) and address:

Director, Office of Security
Central Intelligence Agency
Washington, D.C. 20505.

Notification procedure: Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator
Central Intelligence Agency
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

Record access procedures: Requests from individuals should be addressed as indicated in the notification section above.

Contesting record procedures: The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

Record access procedures: Current and former employees, consultants, contractors, contract employees, military detailees, applicants for

a question arises as to whether a certain individual has been security approved, or considered for security approval by the CIA; there is a need to obtain the security file of an individual who is known (or assumed) to be the subject of a file; and

CIA receives a request for investigative information from another Federal agency.

Records from this system are also used to prepare briefings on Agency accident experience; to determine accident causes and recommend remedial action; and to prepare quarterly and annual statistical reports for the Department of Labor.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper, microfilm, computer disks and magnetic tapes.

Retrievability: By name.

Safeguards: Records are safeguarded by combination lock security containers, or are stored within a vaulted area. Access is restricted to individuals who are certified on an "Access List." The Access List is validated each month and published so that responsible officials can insure that records are accessed only for official purposes.

Retention and disposal: Files which contain Agency-developed investigative reports on an individual are retained a maximum of 50 years, then destroyed by burning or pulping. Liaison employment persons of substantive affiliation with or service to the Agency, Federal, state and local agencies, educational institutions, employers, personal and business references provided by the individual under investigation and acquaintances of the individual.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STATINTL

FROM:

EXTENSION

NO.

STATINTL

DATE

17 September 1976

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STATINTL

RECEIVED

FORWARDED

1.

7C25 Hqs.

For dissemination for the Federal Register.

2.

AI

Encl

3.

AC/ISAS

#2-3
Notify Jim when notice is scheduled so he can alert Sen. Kennedy's office.
Follow format guidelines on pp. 4-9 + 37-40 in retyping.
Suggest RAB order several of the books for future use; return this one to [redacted] in IPS

4.

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STATINTL